DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET, NW
WASHINGTON, DC 20314-1000

REPLY TO
ATTENTION OF

S: 30 September 2011

CECW-CO

MEMORANDUM FOR CHIEFS, OPERATIONS, MAJOR SUBORDINATE COMMANDS AND DISTRICT COMMANDS AND OPERATIONS PROJECT MANAGERS

SUBJECT: Request for Nominations - FY12 National Operations Project Managers Career Assignment Program

1. It is my pleasure to announce the Fiscal Year 2012 National Operations Project Managers Career Assignment Program (OPM CAP). This program has proven to be tremendously successful since its inception in 2007. Many of the program graduates have been selected for permanent OPM positions after the completion of their assignments. Participants in the program have received valuable cross training experience, gained new insights from working in another district, and have significantly expanded their internal communication networks. The OPM CAP is one of the national level components in the development of our future leaders within the Operations Project Managers Community of Practice (OPM CoP).

2. This program is targeted for lower graded Operations Project Managers, and for those who aspire to the OPM position, with competitive temporary assignments at project locations. Under this program, participants fill vacant OPM positions for approximate four-month periods and are responsible for all OPM business management functions at the project. Additional information is contained in the enclosed OPM National Career Assignment Program Fact Sheet (Encl 1).

3. The purpose of this memorandum is to begin the process of matching interested and qualified individuals with actual OPM vacancies. I am asking MSC Operations Chiefs to:

a. Nominate up to two individuals per MSC for a possible temporary assignment as an OPM beginning the first of CY12. Qualifications and nomination procedures are on the Fact Sheet. You are encouraged to conduct a competition within your region and select up to two candidates to forward for national consideration. While the program has typically placed only three to four candidates, all remaining nominations will be held as a pool of applicants for other temporary positions that may occur outside of the OPM CAP throughout the remainder of the year. The Application Packet is enclosed (Encl 2).

b. Examine your MSC for possible OPM positions that will be vacant near the first of CY12 which may be appropriate for facilitating this program. To the extent possible, assignments should be at projects where a number of different business lines are managed in order to provide participants a well-rounded experience.

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4. Salary for OPM CAP participants will continue to be paid by his/her home district. Travel and per diem costs associated with the assignment will be borne by HQUSACE.

5. The Nashville and Savannah Districts handle the administration of this program. Please forward your MSC nomination(s) and any appropriate OPM vacancies to the OPM CoP Advisory Board Chair, Ms. Toni M. Rushing, Operations Project Manager, Western Kentucky Area Office, (270) 362-4236, toni.m.rushing@usace.army.mil, by 30 September 2011.

6. Thank you for supporting this important program that is making solid investments in our Operations leadership. Please encourage your team members to take advantage of this opportunity to prepare them to lead our O&M program in the future.

2 Encls

MICHAEL G. ENSCH
Chief, Operations
Directorate of Civil Works

FACT SHEET
OPERATIONS PROJECT MANAGERS
NATIONAL CAREER ASSIGNMENT PROGRAM

1. Program Description

1.1 The National Career Assignment Program (CAP) for Operations Project Managers (OPMs) is designed to provide those who aspire to the position of OPM with competitive assignments to broaden their career perspective and prepare them for the Corps future. This program is also open to lower graded OPMs who desire an opportunity to function at a higher grade level, performing more complex duties and perhaps becoming involved in the management of new business lines. Assignments will generally be at the GS-13 level at multi-purpose water resource developments. Length of assignments will generally be four months, but may vary from three to five months. Enrollees' salaries will be paid by their home district with travel expenses paid by HQUSACE.

1.2 In addition to the experience of managing a multi-purpose field project, participants will benefit from interaction among all national program participants. At least one meeting will be held with senior leaders in HQUSACE. Participants may also be assigned to participate in designated training courses and to complete specific assignments or projects during their tenure (i.e. project management training and PMI certification).

1.3 Enrollees will work under the direct supervision of the Chief, Operations Division. They will be assigned a peer mentor (preferably an OPM at an adjacent project) within the sponsoring district who will be responsible for answering questions and providing useful district and local information, such as district policy, local contacts, lodging recommendations, etc.

1.4 Annually, each MSC is encouraged to examine OPM vacancies or anticipated vacancies and make an assignment available for the national program. To the greatest extent possible, assignments should be at projects where a number of different business lines are managed in order to provide for a well-rounded experience. It is anticipated that three to four such assignments will be available each FY. Assignment nominations will be forwarded in response to an annual call letter.

2. Candidate Qualifications

2.1 Candidates should be currently employed in, or qualified for, any of the applicable OPM job series (0025, 0340, 1601, 0800, 0401 or other 0400- level series, interdisciplinary engineer, etc.) They should be team members who consistently exhibit outstanding performance with demonstrated leadership qualities and the potential to perform successfully as an OPM.

2.2 The primary applicants' pool will be selected from the GS-12 level. However, depending on the vacancies submitted for the program, selections may also be made from the GS-11 level.

3. Operations Project Manager Responsibilities

3.1 OPMs are generally responsible for the overall operation and maintenance of either a single large multi-purpose water resource development or a number of smaller or single-purpose water resource developments. Many OPMs supervise subordinate supervisors or leaders while some are considered first line supervisors. They perform the full range of supervisory and human resource management responsibilities.

3.2 OPMs are also responsible for program oversight and quality control of all operations and maintenance activities within their purview. They work closely with customers and stakeholders and establish partnerships wherever possible. In times of resource constraints, OPMs must make difficult priority decisions regarding mission accomplishment. They must also encourage innovative thinking among their staff in order to leverage resources.

3.3 OPMs should be considered the PMBP project manager for their project or projects and will generally be listed as such in P2. They are responsible for planning and executing a substantial O&M budget and work closely with their district business line managers and operations chiefs in this regard. Business lines may include any and all of the following: recreation, hydropower, navigation, and emergency management.

3.4 As routine PM for their water resource developments, the OPM is responsible for assembling an interdisciplinary team (PgDT/PDT) representative of all applicable district elements. The OPM must not only assemble this team, but must also build and lead the team toward shared goals and objectives. Team meetings held as needed throughout the program year may be necessary to keep this team on schedule and responsible to mission changes and challenges.

3.5 OPMs may be responsible for the preparation of an annual plan (PgMP/PMP) to guide routine operations and maintenance of facilities under their control. This plan will identify team members and detail their roles and responsibilities. It will serve as a guide for data input to P@ and for budget execution during the fiscal year and resource equipment, materials, supplies, and so forth will be utilized to accomplish authorized missions in each applicable business line. The plan must be flexible in order to respond to various emergencies or changes brought about by weather and other factors. While the plan will be based upon the available work allowance, it will also be utilized to facilitate budget preparation for future fiscal years.

APPLICATION FORM
OPERATIONS PROJECT MANAGERS
NATIONAL CAREER ASSIGNMENT PROGRAM

MSC Operations Chiefs will forward up to two nominations annually for those who meet the program criteria. A forwarded nomination will represent the MSC's assurance that the candidates are capable of performing OPM duties in an acceptable manner and will be an appropriate representative of the MSC. MSC Operations Chiefs will furnish the following information for each nominee to the OPM CoP Advisory Board Chair (ATTN: Toni M. Rushing). Nominations will be forwarded in response to an annual call letter.

Applicant Name:

Address, telephone and e-mail:

Current position title, grade & series:

Current supervisor, phone number and e-mail address:

Education qualifications, degrees and major field of study:

Experience resume (can be cut and pasted from RESUMEX)

Attachments:

1. Copy of most recent performance appraisal.

2. Candidate's one-page narrative describing the benefits (both personal and to the agency) of program participation.

3. Endorsement letters from supervisor and District Operations Division Chief.

Direct questions to Mrs. Toni Rushing, Operations Project Manager, Western Kentucky Area Office, P.O. Box 218, Grand Rivers, KY 42045, toni.m.rushing@usace.army.mil.

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